

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-045 **Issue Date:** 03-15-16 **Closing Date:** 03-28-16

Administrative Compliance Specialist
Yakama Nation Gaming Commission Administration
Hourly Wage: \$27.96/Regular/Full-Time

Establish a tracking mechanism that provides statistical data. Responsible for performing construction/project audit programs for review and present the results. While expansion activities occur, draft for Executive Director review and Commissioners approval: Monthly written status reports that will be submitted to Tribal Council, all regulatory activities associated with the expansion activities. Including a summary of completed contract reviews for the month with a description of exceptions and issues identified. Summary of completed contract audits by Gaming Commission and when available, contracted independent CPA Firm and certified contracting engineer inspector for in process contracts with a description of exceptions and issues identified and corrective action taken by management when applicable, and general updates regarding project status, major achievements or significant issues.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of tribal administration and general office practices and procedures.
- Must have a strong working knowledge of the history of Indian Gaming and the Yakama Nation as it relates to gaming.
- Must know and understand all Commission regulations, the Washington Tribal-State Compact, the Yakama Nation Gaming Ordinance and all other rules and regulations pertaining to the commission in order to educate the general public and the Yakama Nation membership of the functions of the Commission.
- Skilled and proficient in various personal computer applications, including Microsoft word, Excel, Access, PowerPoint, Visio, Project and Publisher.
- Ability to take initiative in completion of tasks and in development of information.
- Ability to excel under pressure and maintain a positive focus in stressful situations.
- Ability to speak at public events and before large groups.
- Ability to demonstrate strong project coordination skills, including the ability to manage priorities and satisfy deadlines.
- Ability to demonstrate exemplary customer satisfaction skills, including dealing effectively with the public, elected officials and Commission staff, both in person and over the telephone.
- Ability to inspire involvement and commitments from others.
- Ability to demonstrate creative and innovative techniques for performing assignments; must be highly creative and energetic.
- Ability to demonstrate exceptional verbal and written communication skills that ensure the appropriate exchange of accurate information that conveys the proper message.
- Ability to establish and maintain cooperative relationships with the Gaming Commissioners, employees of the Commission, Legends Casino associates and the public.
- Proven track record within external/internal audit environment evidencing strong performance in conduction high quality audit work, findings and reports.
- Understanding of internal controls as applied to contract/project auditing, change order analysis, and payment process.
- Interpreting and understanding different types of contracts as they relate to internal controls and systems to ensure compliance with contractual terms and conditions.
- Must be self-motivated and effective in an independent working environment.
- Must maintain the highest standard of public trust, confidentiality, professionalism and loyalty.

General Recruiting Indicators:

- Bachelor's degree wit college coursework in business administration, communication or management or a willingness to commit to further education. AND a minimum of two years' experience in gaming, general office administration, compliance, regulatory or executive assistance experience. OR
- Any equivalent combination of education and work experience may be substituted for required qualifications.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Required to pass an annual thorough criminal background investigation.
- This position is exempt position that requires a 40-hour workweek. Due to the unique demands of the administrative Compliance Specialist, positon may occasionally require working non-traditional office hours as may be required to participate in community events or respond to emergency situations.